



Question and Answer – 2014 Commercial Plan Review Changes



Q: Is the plan review process being outsourced?

A: No, Plan Review is not being outsourced; however, a widely used plan review consultant has contracted with the City of Houston to provide additional resources to help the City with the current plan review volumes.

Q: How will projects be chosen for the Consultant plan reviews?

A: Plan Review Management's discretion.

Q: Who will pay the shipping fees?

A: The City of Houston will be responsible for all fees associated with the vendor and our contract. There will be no changes for the public.

Q: Will particularly complicated projects be kept at the Permitting Center for review as opposed to the consultant plan review?

A: Yes, Management will determine suitable plans.

Q: Will there be some test runs with plans to plan review outside consultant reviews?

A: Yes, this process has already begun. As with any new program, we utilize a continuous improvement process to ensure minimal interruption of service to our customers.

Q: For large projects with complicated code reviews and once comments are received, how can our local consultants communicate with the consultant plan examiners?

A: The comments will provide a 1-800 number and an email address to discuss specific corrections. Contact with the consultant vendor should be limited to the design professional that will make changes to the plans.

Q: Will the Customer Paid Overtime (CPO) process be available for plans reviewed by the consultant?

A: Yes, the CPO process will be available for plans that meet the criteria set forth in the guideline. The CPO's will be performed by the Commercial Plan Review staff.

Q: Who is responsible for stamp count?

A: Commercial Plan Review will have staff members that will do the stamp count on the final processing of the plans before the permit is released for issuance.

Q: If the structural Plan Analyst never sees the DX set of plans, how does he/she know the plans are stamped?

A: Commercial Plan Review will have staff dedicated to this function.

Q: How will a revision be processed?

A: Revisions will all be handled within the Commercial Plan Review Section.

Q: What is the status of electronic plan submittal?

A: The equipment and software funding was recently approved at Council for the Electronic Plan Review Project. We are at the point of selecting a vendor.

Note: The August 4th change concerning the submittal of four sets of plans has been rescinded. All projects will continue to only need to submit two sets of plans (other than Haz-Mat and High-Piled projects). The prerequisite form will still be required.